Approved For Release 1999/08/25 : CIA-RDP78-03097A000400030231-1

FOIAb3b1 MEMORANDUM FOR [redacted] STAFF OFFICERS 16 October 1950

SUBJECT: Submission of Reports

DIRECTOR'S HANDBOOK DATA

Material is to be submitted on the last working day of each month to the Liaison Officer.

WEEKLY REPORT

Sectional drafts are to be submitted on the next to last working day of each month to the Deputy.

LIAISON CONTACTS

Reports are to be submitted on the last working day of each month to the Liaison Officer. Negative reports are required.

LETTER OF INSTRUCTIONS

Material for inclusion is to be submitted on the tenth calendar day of each month to the Deputy.

Your cooperation in reporting promptly is solicited.

25X1A9a
FOIAb3b1 [redacted]
Deputy Chief, [redacted]

cc: Operations Officer
Chief, [redacted]
FOIAb3a Chief, [redacted]
Administrative Officer
Liaison Officer

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NO CHANGE IN CLASS. DECLASSIFIED
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